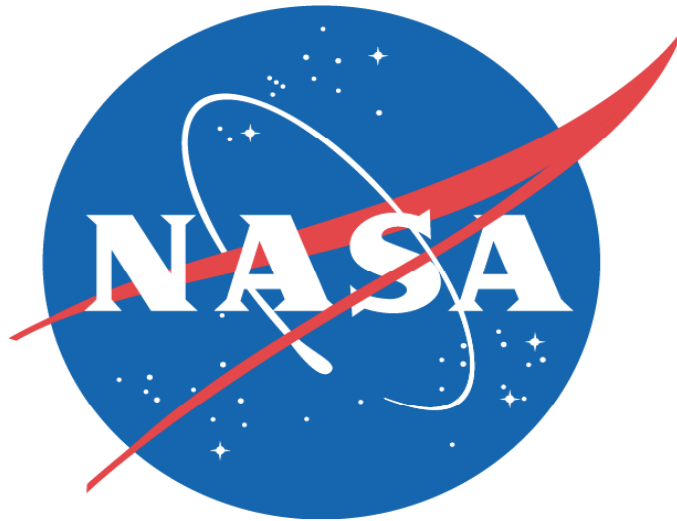Responsible Office: Code AI/Office of the Associate Deputy Administrator
Subject: Management of IFMP Steering Council Meetings

Office of the Associate Deputy Administrator

Office Work Instruction

Management of
Integrated Financial Management Steering Council Meetings

Original Approved by: /s/

Daniel R. Mulville
Associate Deputy Administrator

Responsible Office: Code AI/Office of the Associate Deputy Administrator
Subject: Management of IFMP Steering Council Meetings

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		July 12, 2000	

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1.0   Purpose

The purpose of this procedure is to document the process used by the Office of the Associate Deputy Administrator (Code AI) and the Office of the Chief Financial Officer (Code B) in managing meetings of the IFMP (Integrated Financial Management Program) Steering Council.

2.0   Scope and Applicability

This Office Work Instruction (OWI) covers the process for scheduling Steering Council meetings, preparing and approving meeting records, and managing approved actions.

The Associate Deputy Administrator chairs Steering Council meetings. Membership of the Council includes: Chief Information Officer, Chief Financial Officer, Functional Office Associate Administrators (AAs) for the Office of Human Resources and Education, the Office of Procurement, and the Office of Management Systems, Deputy Center Directors, and Institutional Program Office (IPO) Deputy AAs. The Chairman convenes Steering Council meetings at least quarterly and more frequently as necessary. The Council is established as the principal forum for ensuring that the program meets NASA's business objectives and functions as an integral part of the IFM Program.

This instruction applies to all members and staff of their offices who support the Steering Council. This OWI is maintained by Code B.

3.0   Definitions

3.1   ADA. The Associate Deputy Administrator. The ADA chairs the IFMPSC.

3.2   ES. Executive Secretary. Code B employee responsible for preparing Agenda, planning council meetings, and recording and maintaining council meeting decisions and action items.

3.3   Council. Integrated Financial Management Program Steering council. The Council is the principal decision-making group to the IFM Program Director in resolving cross- functional issues, prioritizing activities and balancing resources among the IFM Program. The Council's recommendations to the IFM Program Director are a significant element of guidance, from the Program Planning process during the budget development process, and through the life of IFMP.

4.0   References

4.1   NPG 1000.3   NASA Strategic Management Handbook

4.2   NHB 1101.3   The NASA Organization

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5.0   Flowchart

```
                    ┌──────────────────────────┐
                   (          6.0              )
                   ( Need/requirement for council)
                   ( meeting identified per charter)
                    └──────────────────────────┘
                                │
                                ▼
                    ┌────────────────────┐          ┌──────────────────┐
                    │       6.1          │          │     Meeting      │
                    │ Establish direction for │ ───▶ │   Announcement   │
                    │ agenda, topics, issues │      └──────────────────┘
                    │       (ADA)        │
                    └────────────────────┘
                                │
┌──────────────────┐           ▼
│ Inputs from Council │        ┌────────────────────┐          ┌──────────────────┐
│     Members        │         │       6.2          │          │      Agenda      │
└──────────────────┘ ───────▶ │ Develop agenda, set │ ───────▶ └──────────────────┘
┌──────────────────┐          │ schedule, and distribute to │
│   Actions from    │          │  Council Members   │
│ Previous Meetings │          │       (ES)         │
└──────────────────┘          └────────────────────┘
                                │
                                ▼
                    ┌────────────────────┐          ┌──────────────────┐
                    │       6.3          │          │   Presentations  │
                    │  Conduct meeting   │ ───────▶ └──────────────────┘
                    │       (ADA)        │
                    └────────────────────┘
                                │
                                ▼
                    ┌────────────────────┐          ┌──────────────────┐
                    │       6.4          │          │ Draft Meeting Decisions/│
                    │ Prepare/revise draft meeting │ ──▶ │   Action Items   │
                    │ decisions/action items │      └──────────────────┘
                    │       (ES)         │
                    └────────────────────┘
                                │
              No                ▼
         ◀──────────      ◇──────────◇
                          │    6.5     │
                          │ ADA Approve? │
                          ◇──────────◇
                                │ Yes
                                ▼
                    ┌────────────────────┐          ┌──────────────────┐
                    │       6.6          │          │  Final Meeting   │
                    │ Issue final meeting │ ───────▶ │ Decisions/Action │
                    │ decisions/action items to │    │      Items       │
                    │  Council Members   │          └──────────────────┘
                    │       (ES)         │
                    └────────────────────┘
                                │
                                ▼
                    ┌────────────────────┐          ┌──────────────────┐
                    │       6.7          │          │ Follow-Up Actions│
                    │ Track and close actions │ ──▶ └──────────────────┘
                    │       (ES)         │
                    └────────────────────┘
                                │
                                ▼
                       (   Actions closed   )
```

Responsible Office: Code AI/Office of the Associate Deputy Administrator
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6.0   Procedure

Step	Actionee	Action
6.0	IFM Program Director	Identify the need for a Council meeting per charter. This meeting may consist of a full Council meeting; a meeting called in response to a member(s) special request, or as a result of a previous Council Meeting decision or action. Regardless, the process flow is the same.
6.1	ADA	In consultation with the Program Director, establish direction for Agenda topics, issues and schedule. This is accomplished by issuing a meeting announcement to participating Council members, identified in the Council Charter, requesting input for discussion subjects, other items of interest, operational issues, and suggested meeting date(s). At the discretion of the ADA, the announcement may be in the form of a memorandum, an e-mail, or a telephone conversation. The announcement would include a due date for any response. Responses received after the due date will not be considered.
6.2	ES	Develop Agenda, set schedule, and distribute to participating members. The Executive Secretary (ES) receives input from Council Members and considers actions from previous meetings. The ES coordinates with the ADA in the screening of inputs. The Agenda will include the start and end hours each day, the topics to be covered, the presenters, the location of the meeting facility, and the specific meeting dates. The ES produces a final version of the Agenda, approved by the ADA, and distributes it to the Council Membership and other interested parties (such as guest presenters). A copy of the Agenda is placed in the official Council records.
6.3	ADA	Conduct the meeting of the Council in accordance with the item order established in the Agenda. ES provides support to the ADA, including recording Council decisions, as well as the addition or disposition of action items. ES retains and files hard copy of each Agenda presentation in the official Council records.
6.4	ES	Prepare and distribute draft of meeting decisions/action items to the ADA for approval. Distribute draft to Council Members and the Director, IFMP for review and comment. Any update to the hard copy version of meeting decisions/action items will be date stamped and utilize the same file name, precluding inadvertent use of obsolete or superceded versions.
6.5	ADA	Review Draft Meeting decisions/action items and associated comments. If the ADA approves, actions proceed to step 6.6. If the ADA does not approve, action reverts to step 6.4.
6.6	ADA	Issue final version of Council Meeting decisions/action items to the Council Members. A copy of the final version is placed in the official Council records.
6.7	ES	Track and close actions. On the first workday of the month, the ES will generate a list of action items with due dates during the following five weeks. As noted earlier (6.4), this list is maintained in hard copy and only an updated version, date stamped with the same file name, is available, precluding the inadvertent use of an outdated/superceded list. Each actionee will be contacted at least ten days prior to the due date for a status report on the action. If the action is complete, the ES will annotate the action table in the Council records. If the action is incomplete and will not be completed before the due date, the ES will refer it to the Council member who issued the action, who may extend the due date up to thirty days. The ADA must approve any additional extension. The ADA may also decide to close actions at his discretion.

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7.0 Quality Records

Record ID	Owner	Location	Record Media	NPG 1441.1 Schedule & Item Number	Retention/ Disposition
Agenda	IFM Program Director	Office of the CFO	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to FRC when 2 years old.
Presentations	ADA	Office of the CFO	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to FRC when 2 years old.
Final Meeting Decisions/Action Items	ADA	Office of the CFO	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to FRC when 2 years old.
Follow up Actions	ADA	Office of the CFO	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to RFC when 2 years old.